

	<b>Georgia Technology Authority</b>	
<b>Doc Ref Number:</b>	ENT-001-062005-TRP	<b>Topical Area: Program Management</b>
<b>Document Type:</b>	Enterprise Policy	<b>Page:</b> 1 of 4
<b>Title:</b>	<b>Technology Review Policy</b>	
<b>Effective Date:</b>	July 1, 2005	<b>Revision Date:</b> Original
<b>POC for Changes:</b>	<b>GTA Program Management Office</b>	
<b>Synopsis:</b>	This policy establishes GTA's review of agencies projects requests.	

## PURPOSE

To ensure that proposed agency information technology initiatives/resource projects meeting the criteria herein represent the most effective and efficient approaches to meeting the public and business needs of Georgia State Government and its citizens.

## SCOPE

All Executive Branch offices, agencies, departments, boards, bureaus, commissions, institutions, or other entities of this state as these terms are applied in O.C.G.A. 50-5-51 *et seq.*

## REPLACED/MODIFIED GTA POLICIES AND STANDARDS

As indicated, the following GTA policies and standards are either replaced or modified.

POLICY/STANDARD NAME AND LINK	POLICY/STANDARD NUMBER	ACTION TAKEN
<b>Technology Review Policy</b> <a href="#">[2472130Technology Review Policy 032103[1].pdf]</a>	ENT-PROCUREMENT-001-POL	Replaced
<b>Office of Information Security Technology Review Policy</b> <a href="http://gtainsider.gagta.com/policiesprocedures/InfoSecurity/AgencyRequestTechOIS%20Review%20Policy.doc">http://gtainsider.gagta.com/policiesprocedures/InfoSecurity/AgencyRequestTechOIS%20Review%20Policy.doc</a>	GTA.OIS.ART.XX XX	Modified
<b>Infrastructure Resource Management Technology Review Standard</b> <a href="http://gta.georgia.gov/vgn/images/portal/cit_1210/2555801IRM_Tech_Review_Standard_final2.pdf">http://gta.georgia.gov/vgn/images/portal/cit_1210/2555801IRM_Tech_Review_Standard_final2.pdf</a>	ENT-05-001-STD	Modified
<b>Web Based Technology Review Standard</b> <a href="http://gta.georgia.gov/vgn/images/portal/cit_1210/3180236Web-">http://gta.georgia.gov/vgn/images/portal/cit_1210/3180236Web-</a>	ENT-01-003-STD	Retired

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<a href="#">Based Technology Review Standard 031803.pdf</a>		
<b>Telecommunications Technology Review Standard</b> <a href="http://gta.georgia.gov/vgn/images/portal/cit_1210/42/63/2555805Telecom%20Tech%20Review%20Std%2011-04-04.doc">http://gta.georgia.gov/vgn/images/portal/cit_1210/42/63/2555805Telecom%20Tech%20Review%20Std%2011-04-04.doc</a>	ENT-09-001-STD	Modified

**Table 1**

## **POLICY**

Any information technology initiative or resource project anticipated to cost more than \$100,000 over the life of the project as defined in the Terms and Conditions section of this document shall be initiated only with approval of GTA; provided, however, that the projected cost shall not include that of full-time state personnel tasked with the planning, implementation, and support of technology.

The Department of Administrative Services (DOAS) will conduct any procurement for any technology resource project meeting or exceeding the thresholds established by this policy only if such request for procurement is accompanied by GTA written approval.

No agency shall divide a project to avoid the thresholds stated in this policy.

## **1.0 Application**

**1.1** This policy applies to new technology acquisitions, as well as upgrades and expansions to existing technology solutions and their associated agreements. Its application includes but is not restricted to hardware, software, and system development, enhancements and modifications

**1.2** Any information technology initiative anticipated to cost more than \$100,000 over the life of the project, as defined under terms and conditions below, must be approved by the Georgia Technology Authority. Any request for such approval shall be submitted using an Agency Project Request (APR) form. Click on the links below to view and submit attachments.

[Agency Project Request Checklist.doc](#)  
[Agency Project Request Instructions.doc](#)  
[Agency Project Request Template.doc](#)

**1.3** The GTA Enterprise Policies and Standards will apply to all technology initiatives regardless of whether GTA review is required. The GTA Enterprise Policies and Standards are maintained on the GTA Web site (<http://gta.georgia.gov>). It is each agency's responsibility to review and adhere to these Policies and Standards.

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**1.4** Unless exempted in Section 4, the agency IT Coordinator will review IT initiatives costing \$100,000 or more for compliance with the GTA Enterprise Policies and Standards. The agency IT Coordinator will forward information to GTA for further analysis, review and approval prior to starting the project and the DOAS procurement process.

**1.5** Any request to DOAS for a procurement must be accompanied by written GTA approval for the respective initiative.

## **2.0 Agency IT Coordinator**

The agency head will designate an IT Coordinator to be the single point of contact for IT reviews for the agency. The IT Coordinator may be the agency CIO, IT Director or other responsible party familiar with information technology. The IT Coordinator will become familiar with and monitor the most current GTA IT requirements, including but not limited to those referenced in Section 1. The IT Coordinator will also review agency IT needs and assure and document the agency's compliance with Section 1. The IT Coordinator must maintain files by project, which may be audited by GTA.

## **3.0 IT Hardware, Software, System Development, Enhancement or Modifications less than \$100,000**

GTA delegates approval authority to the IT Coordinator for IT hardware, software, system development, enhancement or modifications costing less than \$100,000 as defined in Terms and Definitions.

## **4.0 GTA Review Exemptions**

Regardless of cost, initiatives involving acquisition of the following items are exempt from technology review and approval by GTA. In order to procure these items from DOAS, agencies should obtain an exemption letter from GTA.

- **System Maintenance/Enhancement.** This exemption covers routine software modifications and routine maintenance of existing systems.
- **Miscellaneous.** This exemption covers:
  - building control systems and maintenance
  - closed circuit TV systems and maintenance
  - computer controlled industrial equipment and maintenance
  - consumable IT supplies (media, toner, ink, etc)
  - digital copiers and maintenance
  - facsimile machines
  - instructional equipment and maintenance
  - laboratory equipment and maintenance
  - life support and monitoring equipment and maintenance
  - mailing equipment/systems and maintenance
  - scientific equipment and maintenance

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## **GUIDELINES**

- Each agency's designated IT coordinator is expected to maintain records and serve as GTA's single point of contact regarding technology initiatives covered under this policy.
- **All completed Agency Project Requests (APRs) to be initiated with FY 2006 funding should be electronically forwarded to [gtaapprovals@gta.ga.gov](mailto:gtaapprovals@gta.ga.gov) as they are completed during the fiscal year. A final deadline for submission will be announced.**
- **All completed Agency Project Requests (APRs) to be initiated with FY 2007 funding should be electronically forwarded to your agency's OPB budget analyst and to [fy07apr@gta.ga.gov](mailto:fy07apr@gta.ga.gov) no later than September 1, 2005.**

## **ENFORCEMENT**

Pursuant to O.C.G.A. Sections 50-25-4(a)(28) and (29), Failure to adhere to these requirements may result in the revocation of any or all GTA approvals for such project or projects.

## **TERMS AND DEFINITIONS**

1. **Agency** means every state department, agency, board, bureau, commission, and authority but shall not include any agency within the judicial branch of state government or the University System of Georgia and shall also not include any authority statutorily required to effectuate the provisions of Part 4 of Article 9 of Title 11 (O.C.G.A. § 50-25-1(b)(1)).
2. **Authority** means the Georgia Technology Authority (O.C.G.A. § 50-25-1).
3. **Cost** is the sum of all anticipated expenditures over the life of the project, including but not limited to: consultant fees; salaries for new and exiting employees; software license and maintenance fees; hardware and maintenance expenses; telecommunication and connectivity expenses; deployment expenses; training expenses and any other expenses associated with the project.